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Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: PRINCIPAL PARK PLANNER**

**DEFINITION**

Under general direction, to plan, direct, organize and supervise the planning and coordination of park and recreational site facilities of public landscapes development and renovation projects; to perform professional park development planning; to provide technical staff assistance; to supervise the public landscape plan check processes of the Park and Recreation Department; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a supervisory and managerial classification in the Park Planning Series. The Principal Park Planner is distinguished from the Senior Planner class by the responsibilities for supervising and managing the Park Planning Division; coordinating planning activities with other divisions, departments and outside agencies involving policy level decisions; supervising studies and performing the most complex and difficult studies; and establishing division goals and objectives.

**REPORTS TO:** Park and Recreation Director

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Park and Recreation Director. Exercises general supervision over professional, para-professional, technical and administrative support staff.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Research, gather and evaluate data for various park planning studies and prepare recommendations on methods of acquiring and improving park areas and facilities including buildings and recreation equipment.
- Assist in the development and implementation of goals, objectives, policies and priorities.
- Prepare written descriptions of all proposed park projects, review project with Planning Department to establish required environmental and other review processes to obtain required building permits.
- Assign, supervise and participate in research and investigations and preparation of recommendations on Park and Recreation area and facility development and renovation.
- Review all City and County Planning Commission reports and subdivision tentative maps for Park and Recreation Department concerns and input.
- Develop and manage the Parks and Recreation facility Capital Improvement Fund.
- Assist in the inspection of public landscapes in subdivisions to assure adherence to departmental requirements.
- Coordinate Park and Recreation planning activities for major improvements with private architects and other City departments.
- Supervise and participate in the review and approval of all street improvement plans and public landscape plans to ensure compliance with City standards for Street Tree Planting and Reverse Frontage and median landscape standards.

- Plan and develop schedules for programs of park renovation, facility refurbishing and force account capital improvements.
- Investigate and prepare responses to public complaints and inquires concerning street trees, public landscapes and parks.
- Supervise the preparation of plans, cost estimates and materials listings for landscaping, irrigation systems, recreational facilities and minor structures improvements. Supervise the administration and coordination of Capital Project construction contracts.
- Assist in the preparation and administration of State and Federal Park and Recreation facility grants.
- Participate in the development of construction budgets.
- Periodically review and update departmental acquisition master-plan and developer's guidelines for preparation of public landscape designs.
- Supervise, train and evaluate subordinates.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of landscape architecture, facilities placement, horticulture, engineering and park construction as applied to the preparation of designs, plans, specifications and cost estimates, and Park and Recreational area development and renovation.
- Principles, materials and practices used in Park and Recreation construction, renovation and maintenance.
- Characteristics of various plant life for Park and Recreational areas.
- Park and open space philosophy and the principles involved in long-range planning and project analysis.
- Street tree and parkway design.

### **Ability to:**

- Prepare sketches, plans and specifications for Park and Recreational areas.
- Estimate costs of construction landscapes and prepare plans, schedules and budgets.
- Negotiate and coordinate construction projects.
- Inspect construction work for adherence to plans and specifications.
- Perform technical research and conceive park, playground and recreational area designs.
- Gather, compile and analyze technical and statistical data.
- Communicate clearly and concisely, orally and in writing.
- Supervise, train and evaluate subordinates.
- Operate a personal computer and relevant software programs.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to Bachelor's degree from an accredited college or university with major course work in urban planning, park administration/management, landscape architecture, horticulture or a closely related field.

Experience: Three to five years of professional experience in park development planning, plan check of public landscaping design of public landscaping, designing and constructing coordination of parks projects, or park and park facilities construction and renovation.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENTS**

Possession of, or ability to obtain, an appropriate valid Class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Principal Park Planner

**TO:**